



VOLUNTARY SEPARATION OF AIRMEN PRIOR TO EXPIRATION OF TERM OF SERVICE (PETS)

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There are instances when the voluntary separation of an Airman prior to expiration of term of service (PETS) benefits the Airman and the Air Force. An immediate commander's primary role is to recommend approval or disapproval of the action. If recommending disapproval, the commander must provide reasons for recommending disapproval of the package.

□ Reasons for separation PETS include:

- Convenience of the government, such as:
 - Entering an officer training program
 - Early release to further education
 - Training at an accredited school for medical education as a physician, dentist, osteopath, veterinarian, optometrist, or clinical psychologist
 - Elimination from Officer Training School (OTS) if the airman enlisted specifically for OTS
 - Non-fulfillment of enlistment or reenlistment agreement by the Air Force
 - Becoming a sole surviving son or daughter after enlistment
 - Early release from extension of service
 - Acceptance of public office
 - Conscientious objection
 - Pregnancy or childbirth
 - Early release for Christmas (if the date of separation falls on or after 9 December and before 8 January the following year)
 - Medal of honor recipient; or
 - Miscellaneous reasons when early separation is in the best interests of Air Force
- Dependency or hardship: Airmen may request discharge when genuine dependency or undue hardship exists; all of the following factors must be present:
 - The dependency or hardship is not temporary
 - Conditions have arisen or have been aggravated to an excessive degree since the airman entered active duty
 - The airman has made every reasonable effort to remedy the situation
 - Separation will eliminate or materially alleviate the conditions; and
 - There are no means of alleviation available other than separation

Undue hardship does not necessarily exist because of altered present or expected income, the family is separated, or the family suffers from the inconveniences usually incident to military service .

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Under the Personnel Services Delivery Transformation initiative, beginning May 30, 2008, the Air Force Personnel Center at RANDOLPH AIR FORCE BASE, Texas (AFPN) became the service center for all separation actions to include providing Airmen with their separation orders and DD Form 214, Certificate of Release or Discharge from Active Duty.

Using a new automated notification method, Airmen approaching their normal expiration term of service or mandatory date of separation will receive an e-mail reminding them to make a separation or reenlistment decision using the virtual Military Personnel Flight, or vMPF.

An Airman's ETS occurs when he or she completes an enlistment contract or term of active service required by active duty orders. Airmen who have completed their obligated term of service and are approaching their ETS or E-4 High Year tenure will receive an e-mail notification at 180 days prior to their DOS and every 30 days thereafter.

"In line with our goal of centralizing personnel actions, we've automated functions currently being accomplished at the MPF and AFPC to provide true 24/7 customer service to our Airmen," said Col Bill Foote, AFPC's director of personnel services.

Airmen can access vMPF on the AFPC secure Web site within six months of DOS and select "Initiate my DOS Separation." Once they receive confirmation, they complete a vMPF initial separation briefing and pre-separation order worksheet, initiate a DD Form 214 and accomplish all base out-processing items including unit and virtual out-processing checklists.

This final piece complements the voluntary separation applications previously released and completes the centralization of all separation actions to AFPC. The MPF will continue to assist Airmen with the new Web-based notification process and provide commanders with training and assistance.

For more information, call the 24-hour Air Force Contact Center at (800) 616-3775 or see: AFI 36-3208, *Administrative Separation of Airmen*, 28 May 2003, Chapter 3
<http://www.globalsecurity.org/military/library/news/2008/05/mil-080530-afpn05.htm>

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